

Telework Proposal

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| **1. Staff Member details (print)**  |
| Name of Staff Member: |  |
| Faculty / Division |  |
| School / Area |  |
| E-mail address: |  |

Please note that:

* staff who are under probation, performance management or going through disciplinary processes will not be considered for teleworking.
* Office needs take precedence over telecommute days. A staff member must forgo telecommuting if needed in the office on a regularly scheduled telecommute day.

**As part of your application for telework, please use this section to help you decide if you are ready. The purpose of this section is to help you make sure that you have considered the issues that may limit the amount of telework you can do. When you apply for telework, your manager may want you to bring this form so you can discuss the results together.**

**Telework Frequency**

Your manager, may weigh various factors when determining how frequently you can telework, for example, the amount of your work that can be done remotely, how often you need to meet with clients and if that can be scheduled around telework or done at the client’s office, how often you need to be present for meetings, etc. In addition, your manager may limit frequent telework to staff members with a lot of experience or to only one day a week. In many positions, the greater the frequency of teleworking, the greater the need to be “networked” to the office computer system. This may also play a role in your supervisor’s decision.

Have you considered each of the following when thinking about how often you’d like to telework versus from in the office? *Write in any thoughts you have about how you will adapt or make arrangements to accommodate these issues.*

|  | **Considerations** | **Notes** |
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| 🞏 | What work is conducive, in part or in whole, to being performed away from the usual workplace? |  |
| Work is conducive to teleworking if it can be undertaken away from the usual workplace without causing disruption to communication and workflow. Some examples of work that can be accommodated well by teleworking are research, design, programming, and writing— preparation of reports, meeting and briefing papers, etc. —and other communications. Meetings in the University context can in most cases be accommodated by teleworking.  |
| 🞏 | Will teleworking allow you to complete your work reliably and on-time? |  |
| Teleworking must be equitable and sustainable. Staff who work in the usual workplace should not be relied upon to attend to any of the teleworker’s usual work. This excludes support staff who will continue to provide support to teleworkers and will play an important role in the sustainability of teleworking. |
| 🞏 | Will you be available and easily contacted during the telework hours? |  |
| All communications directed to the teleworker must be received by the teleworker in their teleworkplace, either directly or via voice mail. The teleworker should be able to be reached by phone during the work hours stipulated in their employment contract |
| 🞏 | What portion of your work can be done reliably and effectively through teleworking? |  |
| 🞏 | Is your current workstyle and relationships compatible with teleworking? |  |
| This includes:* A history of reliable and responsible discharge of work duties; e.g., at a performance level of “satisfactory” or higher
* Full understanding of the operations of your work area
* Have the trust of your manager
* Are able to establish priorities and has demonstrated effective time management habits
* Pursues high-quality work production
* Ability to work productively and consistently with minimal supervision
* Will not feel “out of the loop” or isolated when it comes to various workplace focused opportunities such as social activities, ad-hoc briefings etc.
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| 🞏 | Meeting with clients / Ability to schedule client meetings |  |
| 🞏 | The need to attend staff meetings |  |
| 🞏 | The need to work in person with the team |  |
| 🞏 | Being there to assist coworkers with questions/problems |  |
| 🞏 | Having access to files and documents |  |
| 🞏 | Access to special equipment |  |
| 🞏 | Security requirements of your work |  |
| 🞏 | Missing the social interaction with colleagues |  |
| 🞏 | How might your personal life be affected by telework? |  |

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| **How frequently do you want to telework?** |  |

**Here are some factors for you to consider. Think about each and record any concerns you have and how you will address them in order to telework.**

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| **Job Performance:** How well do you know the job and the University? Do you consistently meet deadlines? Do you show up on time to work and to meetings? Can you work independently without the need to frequently check with your manager? |
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| **Self-Discipline:** Can you get the job done when no one is checking, helping? Do you have good time management skills? (If based at home) Can avoid the distractions of family, household chores, and television? If friends or neighbors call or drop by too often, will you be able to tell them to leave so you can get back to work? |
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| **Communication:** Do you have the ability to stay in close communication with your manager and coworkers when working remotely? Will you return calls, emails, and other messages quickly? Are you willing to work with your manager to find a way to communicate assignments and progress? |
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| **Technology:** Are you willing to learn, any software that may be required to telework, such as Instant Messaging or Web Conferencing software? If you are using your own equipment, are you willing to run antivirus software or other currently licensed programs required by Deakin? |
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| **Home Office: (Home based work only)** Do you have a suitable space at home that you can use as a home office? Are you willing to give up some of your living space to create a home office? Your employer may have a number of requirements for the design and outfitting of a home office, and may make an inspection to verify these requirements have been met. |
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| **Co-Workers:** How will your coworkers be affected by you teleworking the number of days you requested? Do they rely on you for help? Do you rely on them? If you telework, will it mean extra work for your coworkers? Will they be covering for you? Will coworkers resent you teleworking? |
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| **Desk Sharing:** Teleworkers who work away from the office a lot sometimes have to give up their regular desk back at the office. When they go into the office they share a desk or reserve a desk. How do you feel about this? |
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| **Working Alone:** Not everyone is comfortable working alone or with unfamiliar faces. Some people miss the social interaction and feel isolated if they work alone too often. Have you considered what it will be like to work alone for the number of days you requested? |
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